

**2022 City Charter Review Proposed Amendments**  
**8/17/2022**

**City of Manor City Charter Review**

**CITY OF MANOR PROPOSITION C**  
**Filling Vacancies in Office**

Shall Section 3.05(c) of the City Charter be amended to delete the requirement that vacancies must be filled within 45 days from the date the vacancy occurs?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 3.05(c). – Vacancies in Office**

(c) If a vacancy occurs for an unexpired term of 12 months or less for a position other than the mayor when there are less than two place[s] on council filled by appointment, then the vacancy may be filled by either special election called for such purpose or by the majority of the remaining council members appointing a qualified person to fill the vacancy. ~~Vacancies filled by appointment must be filled within 45 days from the date the vacancy occurs.~~

**CITY OF MANOR PROPOSITION D**  
**Council Attendance Requirements**

Shall Section 3.06 of the City Charter be amended to require that: Council members attend each committee meeting to which the council member is assigned; Council adopt a policy for determining whether an absence is without good and sufficient cause; Council may revoke a prior-excused absence for a Council member who is absent from thirty percent of all regular, special, and committee meetings for the purposes of removal under Section 3.04 of the City Charter; and providing that a member of Council may not have an excused absence revoked during the first six months in office?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 3.06. - Quorum and Attendance.**

Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and each committee meeting to which council member is assigned, and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office. The council shall adopt a policy for determining whether an absence is without good and sufficient cause and may be excused. In the event that a council member is absent from thirty percent (30%) of all regular meetings, special meetings, and committee meetings to which the council member is assigned, the council may revoke its approval of prior excused absences and deem such absences to be without good and sufficient cause for the purposes of Sections 3.04 of the city charter. A council member may not have excused absences revoked until they have been in office at least six months.

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**CITY OF MANOR PROPOSITION E**  
**Council Compensation and Renumbering of Sections**

Shall Section 3.09 of the City Charter be deleted (which provides that the mayor and city councilmembers shall not be paid, shall be entitled to reimbursements for expenses incurred in the performance of official duties as budgeted, and shall not be provided staff or assistants) and Section 3.10. Automatic Resignation be renumbered as Section 3.09?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 3.09. Compensation.**

~~The mayor shall not be paid and each other council member shall not be paid. They shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties, as budgeted and duly authorized. No staff or assistant shall be provided for any member of the council.~~

**Section 3.10 09. Automatic Resignation.**

**CITY OF MANOR PROPOSITION F**  
**Mayoral Duties**

Shall Section 4.01 of the City Charter be amended to add that the Mayor may take command of the police and maintain order and enforce all laws during the time of a declared emergency?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 4.01. - Mayor.**

The mayor serves as the ceremonial head of the city, and shall preside at all meetings of the council and provide the leadership necessary to good government. He or she shall work with the council to obtain legislation in the public interest and with the city manager to ensure the same is enforced, and participate in the discussion and vote on all legislative and other matters coming before the council. The mayor shall have signatory authority for all legal contracts and commitments of the city, sign all ordinances and resolutions, work and coordinate with the city manager and the council, but may not bind or obligate the city in any way without prior authorization from the council and to the extent provided by state law in time of declared emergency, may take command of the police and govern the city by proclamation, maintain order and enforce all laws; provided that the mayor must immediately call for an emergency meeting of the city council to consider the appropriate actions for the city during the emergency; and perform ceremonial duties.

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**CITY OF MANOR PROPOSITION G**  
**Appointment of the Mayor Pro Tem**

Shall Section 4.02 of the City Charter be amended to clarify that the appointment of the Mayor Pro Tem occurs at the first regular meeting following the canvass of the general election and any runoff election associated with that general election?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

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**CITY OF MANOR PROPOSITION H**  
**Term of the Mayor Pro Tem**

Shall Section 4.02 of the City Charter be amended to provide that the Mayor Pro Tem shall serve a two-year term?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 4.02. - Mayor Pro-Tem.**

At its first regular meeting after all the members of the council elected at a general election **and any runoff election associated with the general election**, have taken office, or after a vacancy in the office of mayor pro-tem, the council shall elect one of its members to be mayor pro-tem for a ~~one~~ **two**-year term, or to fill the unexpired term resulting from the vacancy. The mayor pro-tem shall be the council member who receives a majority of the votes cast but not less than four votes. In the absence of the mayor, the mayor pro-tem shall perform the duties of the mayor and in such capacity shall be vested with all powers conferred on such office. In the event of the failure, inability or refusal of the mayor to act in respect to any matter or duty, the mayor pro-tem shall act. In the event the office of mayor becomes vacant, the mayor pro-tem shall serve as mayor until the office is filled.

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**CITY OF MANOR PROPOSITION I**  
**Municipal Court**

Shall Section 7.10 of the City Charter be amended to establish the department of the Municipal Court and provide that the City Manager's appointment of the presiding municipal judge and associate judges are subject to confirmation by the City Council?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 7.10. Municipal Court.**

**The department of the Municipal Court shall be established and maintained.** There shall be a court, designated as the "Municipal Court" of the City of Manor, for the trial of misdemeanor offenses, with all such powers and duties as are now, or may hereafter be, prescribed by laws of the State of Texas relative to municipal courts. The municipal court shall be organized and supervised as follows:

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- (a) The presiding municipal judge and the associate judges shall be authorized by a majority of council and are appointed by the City Manager, subject to confirmation by the City Council. They shall be compensated as recommended by the city manager and approved by the city council. The municipal judge is responsible for the supervision and management of the court.

**CITY OF MANOR PROPOSITION J**  
**Renumbering of Section**

Shall Section 10.10. Community Committees of the City Charter be amended to be Section 10.11 to correct a scrivener's error in the original numbering of the section?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 10.10 11. Community Committees.**

**CITY SECRETARY OPTION 1:**

**CITY OF MANOR PROPOSITION K**  
**City Secretary**

Shall Section 7.07 of the City Charter be amended to provide that the City Manager's appointment and removal of the City Secretary is subject to confirmation of the City Council and to remove the duties of the City Secretary from Section 7.07 and instead provide that the City Secretary shall have the duties established by ordinance?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Section 7.07. City Secretary.**

The office and department of city secretary shall be established and maintained. ~~The city secretary may appoint such assistant city secretaries as are authorized. The duties of the city secretary are as set forth in this charter and/or as established by ordinance. Such duties include, but are not be limited to, the giving notice of all council meetings; keeping the minutes of the proceedings of council meetings and the archives of the city; authenticating by his or her signature, and recording in full in books kept and indexed for the purpose, all ordinances and resolutions; performing such other duties as shall be assigned to the position by state law; maintain appropriate files of all contracts and other legal documents resulting from and/or having a bearing on actions of council; and assisting the city manager in gathering of appropriate records, files and resources which pertain to city business or specific council meeting agenda items.~~ The City Manager shall appoint, subject to confirmation by the City Council, an officer of the City and such assistants as deemed necessary, who shall have the title of City Secretary. The duties of the City Secretary shall be as set forth in this charter and as established by ordinance. The City Secretary may be removed from office by the City Manager subject to confirmation by the City Council.

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**CITY SECRETARY OPTION 2:**

**Section 7.07. City Secretary.**

The office and department of city secretary shall be established and maintained. The city secretary may appoint such assistant city secretaries as are authorized. The duties of the city secretary are as set forth in this charter and/or as established by ordinance. ~~Such duties include, but are not be limited to, the giving notice of all council meetings; keeping the minutes of the proceedings of council meetings and the archives of the city; authenticating by his or her signature, and recording in full in books kept and indexed for the purpose, all ordinances and resolutions; performing such other duties as shall be assigned to the position by state law; maintain appropriate files of all contracts and other legal documents resulting from and/or having a bearing on actions of council; and assisting the city manager in gathering of appropriate records, files and resources which pertain to city business or specific council meeting agenda items.~~

**CITY SECRETARY OPTION 3:**

Remove Proposition K addressing appointment of the City Secretary. The result of removing the proposition addressing appointment of the City Secretary is that Section 7.07 of the City Charter will remain the same, and the City Secretary will continue to be appointed and removed by the City Manager and the City Secretary's duties are established both by the City Charter and City ordinance. The current version of Section 7.07 reads as follows:

**Section 7.07. City Secretary.**

The office and department of city secretary shall be established and maintained. The city secretary may appoint such assistant city secretaries as are authorized. The duties of the city secretary are as set forth in this charter and/or as established by ordinance. Such duties include, but are not be limited to, the giving notice of all council meetings; keeping the minutes of the proceedings of council meetings and the archives of the city; authenticating by his or her signature, and recording in full in books kept and indexed for the purpose, all ordinances and resolutions; performing such other duties as shall be assigned to the position by state law; maintain appropriate files of all contracts and other legal documents resulting from and/or having a bearing on actions of council; and assisting the city manager in gathering of appropriate records, files and resources which pertain to city business or specific council meeting agenda items.